



District of Columbia Courts

Internship Program Openings

Division: Civil Division: Civil Actions Branch

Description:

The Civil Division has jurisdiction over any civil action at law or in equity (excluding family matters) brought in the District of Columbia except where jurisdiction is exclusively vested in the federal court. The division is comprised of the following branches: Civil Actions; Civil Assignment; Landlord & Tenant; and Small Claims & Conciliation. The Civil Actions Branch is responsible for the management of all civil cases in which the amount in controversy exceeds \$5,000.

Responsibilities:

- Receives new complaints and other documents filed in the Branch
- Reviews pleadings and papers to determine if they are in compliance with the Rules before they are accepted.
- Prepares case jackets for new complaints
- Reviews filings via e-file system (Lexis-Nexis)
- Performs other duties as assigned

Qualifications:

The applicant must be at least in his or her third or fourth year of undergraduate program or in a graduate or law school program. The student must be in good standing at his or her university. It is preferred that all applicants have a GPA of 3.0 or better. The student must be able to commit a minimum of 12 hours per week throughout the semester. Finally, the student will be subjected to an FBI criminal background check.

Application Process:

Applications should include the following:

- A District of Columbia Internship Application Form
- A Resume
- An unofficial Transcript
- Two Letters of Recommendation

Please send all application packets to:

Fetneh A. Fleischmann
District of Columbia Courts
Human Resources Division
500 Indiana Avenue, NW
Washington, DC 20001
Phone (202).879.2887; Fax (202).879.2889